

# **CITY OF EL PASO PERMITTING GUIDE**

January 24, 2002

*Distributed by the Building Services Department  
of the City of El Paso*

# TABLE OF CONTENTS

EXISTING BUSINESS MOVING TO NEW LOCATION - NO REMODELING.....	3
NEW BUSINESS OCCUPYING EXISTING STRUCTURE - NO REMODELING .....	4
EXISTING BUSINESS REMODELING INTERIOR OF CURRENTLY OCCUPIED STRUCTURE .....	5
NEW BUSINESS REMODELING INTERIOR OF EXISTING STRUCTURE .....	6
EXISTING BUSINESS BUILDING A NEW STRUCTURE .....	7
NEW BUSINESS BUILDING A NEW STRUCTURE .....	8
COMMERCIAL PROJECTS CONTACT LIST .....	9
A COMPLETE SET OF PLANS .....	12
INFORMATION NEEDED ON ARCHITECTURAL PLANS FOR PROPER SUBMISSION .....	14
COMMERCIAL CONSTRUCTION PERMIT PROCESS.....	16
CITY LICENSE PROCESS .....	18
CITY OF EL PASO LICENSES.....	19
DETAILED SITE DEVELOPMENT PLAN PROCESS.....	20
SPECIAL PRIVILEGE LICENSE PROCESS .....	21
REZONING PROCESS.....	23
SPECIAL PERMIT PROCESS .....	24

**IF YOU ARE PLANNING TO START, RELOCATE OR  
REMODEL A BUSINESS IN EL PASO AND YOU ARE:**

1. An existing business moving to a new location. (No remodel )  
See Page 3.
2. A new business occupying an existing structure. (No remodel)  
See Page 4.
3. An existing business remodeling the interior of an existing  
structure. See Page 5.
4. A new business remodeling the interior of an existing structure.  
See Page 6.
5. An existing business building a new structure. See Page 7.
6. A new business building a new structure. See Page 8.

**EXISTING BUSINESS MOVING TO NEW LOCATION**  
***NO REMODEL***

1. Verify zoning of new location. Applicant must have address and legal description. See page 11 for more information.
2. Verify existing use of new location. Possible sources for this information are owner, phone book, city directory, previous tenant and the Building Services Department.
3. Obtain and submit a site plan of new location with parking layout. Possible sources are owner, previous tenant, Records Services Section of the Building Services Department or new survey. See page 11 for more information.
4. If no change of occupancy or use occurs, structure may remain in existing condition. No remodeling required.
5. If a change of occupancy or tenant use occurs, obtain the approval for the permit at Plan Review Division of the Building Services Department.

**NEW BUSINESS OCCUPYING EXISTING STRUCTURE  
*NO REMODEL***

1. Verify zoning of new location. Applicant must have address and legal description. See page 11 for more information.
2. Verify existing use of new location. Possible sources for this information are owner, phone book, city directory, previous tenant and the Building Services Department.
3. Obtain and submit a site plan of new location with parking layout. Possible sources are owner, previous tenant, Records Services Section of the Building Services Department or new survey. See page 11 for more information.
4. If no change of occupancy or use occurs, structure may remain in existing condition. No remodeling required.
5. Verify need for city license from the Licensing Section of the Building Services Department. See pages 10 and 18-19 for more information.
6. If a change of occupancy or tenant use occurs, obtain the approval for the permit at Plan Review Division of the Building Services Department.

**EXISTING BUSINESS REMODELING INTERIOR OF  
CURRENTLY OCCUPIED STRUCTURE**

1. Obtain and submit site plan with parking layout. Possible sources are owner, previous tenant, Records Services Section of the Building Services Department or new survey. See page 11 for more information.
2. Contract an architect, engineer or contractor for drawings and specifications.
3. Submit two complete sets of plans and specifications if under \$50,000 valuation. Three sets if over \$50,000. Submit to Building Services Department, City Hall, 5<sup>th</sup> Floor. See pages 12 through 15 for more information.
4. Plans routed through system. See page 16 and 17 for permit process.
5. General contractor is issued the permit and may begin construction.

**NEW BUSINESS REMODELING INTERIOR OF  
EXISTING STRUCTURE**

1. Verify use is permitted in zoning of new location. Must submit address and legal description. See page 11 for more information.
2. Obtain and submit site plan of existing building with parking layout. Possible sources are owner, previous tenant, Records Services Section of the Building Services Department or new survey. See page 11 for more information.
3. Contract an architect, engineer or contractor for drawings and specifications.
4. Submit two complete sets of plans and specifications if under \$50,000 valuation. Three sets if over \$50,000. Submit to Building Services Department, City Hall, 5<sup>th</sup> Floor. See pages 12 through 15 for more information.
5. Plans routed through system. See pages 16 and 17 for permit process.
6. Verify need for city license from Licensing Section of the Building Services Department. See pages 10 and 18-19 for more information.
7. General contractor issued the permit and may begin construction.

<b>EXISTING BUSINESS BUILDING A NEW STRUCTURE</b>
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1. Verify use is permitted in zoning of new location. Applicant must have address and legal description. See page 11. If zoning on property is a problem. See pages 20-24.
2. Contract an architect, engineer or contractor for drawings and specifications.
3. Submit three complete sets of plans and specifications to Building Services Department, City Hall, 5<sup>th</sup> Floor. See pages 12 through 15 for more information.
4. Plans routed through system. See pages 16 and 17 for permit process.
5. General contractor is issued the permit and may begin construction.



**NEW BUSINESS BUILDING A NEW STRUCTURE**

1. Verify use is permitted in zoning of new location. Applicant must have address and legal description. See page 11. If zoning on property is a problem. See pages 20-24.
2. Contract an architect, engineer or contractor for drawings and specifications.
3. Submit three sets of plans and specifications to Building Services Department, City Hall, 5<sup>th</sup> floor. See Pages 12 through 15 for more information.
4. Plans routed through system. See Pages 16 and 17 for permit process.
5. Verify need for license from Licensing Section of the Building Services Department. See Pages 10 and 18-19 for more information.
6. General contractor obtains the permit and begins construction.

**COMMERCIAL PROJECTS CONTACT LIST**

**EL PASO ELECTRIC COMPANY**

P.O. Box 982  
501 W. San Antonio  
El Paso, TX 79960

James Stremming	543-5854
Jesus J. Perea	543-2079
Mike Ramos, Power Consultant	543-5711

**EL PASO NATURAL GAS CO.**

P.O. Box 1492  
El Paso, TX 79978

Ed Nichols	541-2799
Tom Trujillo	541-2747
Alan A. Zinter, Manager	541-2689

**EL PASO WATER UTILITY**

1154 Hawkins  
El Paso, TX 79961-0001

Joe Lares	594-5540
Oscar Chavez	594-5545

**PARAGON CABLE**

7010 Airport Road  
El Paso, TX 79925

Oscar Garza, Const. Coordinator	775-7492
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**SOUTHERN UNION GAS CO.**

4700 Pollard  
El Paso, TX 79930

Ray Confer	521-4636
Albert Martinez	521-4637
Gary Nelson, Superintendent	544-6300

**SOUTHWESTERN BELL TELEPHONE CO.**

## **Building Services Department**

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11200 Pellicano  
El Paso, TX 79936

Robert Cortez, Network Serv. 595-5107

### **TEXAS DEPT. OF TRANSPORTATION**

P.O. Box 10278  
El Paso, TX 79994  
212 N. Clark  
El Paso, TX 79994

Robert Tejada, Maintenance 774-4319

Raymond Lucero, Traffic 774-4308

## **CITY ENTITIES**

### **BUILDING SERVICES DEPARTMENT**

#### **ELECTRICAL/SIGNS**

Larry Melendez	541-4785	City Hall 5 <sup>th</sup> Floor
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#### **ENGINEERING/TRAFFIC**

Oscar Jaloma	541-4366	City Hall 5 <sup>th</sup> Floor
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#### **FIRE PROTECTION**

Harry Manley	541-4795	City Hall 5 <sup>th</sup> Floor
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#### **LANDSCAPING**

Susy Santos	541-4797	City Hall 5 <sup>th</sup> Floor
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#### **LICENSING**

Eva Valdez	541-4114	City Hall 5 <sup>th</sup> Floor
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#### **PLAN REVIEW**

Harry Manley	541-4795	City Hall 5 <sup>th</sup> Floor
Juan Meza	541-4791	City Hall 5 <sup>th</sup> Floor

#### **PLUMBING/MECHANICAL**

Jesus Sanchez	541-4798	City Hall 5 <sup>th</sup> Floor
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#### **RECORDS SERVICES**

Jose Gonzalez	541-4569	City Hall 5 <sup>th</sup> Floor
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#### **ZONING**

Harry Manley	541-4795	City Hall 5 <sup>th</sup> Floor
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### **CITY COUNTY HEALTH DEPARTMENT**

***Building Services Department***

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**ASBESTOS CONTROL**

Buddy Schwartz	771-5801	1148 Airway
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**CONSUMER HEALTH**

David Sublasky	543-3530	1148 Airway
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**SWIMMING POOLS**

Arturo Huerta	543-3599	1148 Airway
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**PLANNING DEPARTMENT**

**LAND DEVELOPMENT**

Rudy Valdez	541-4635	City Hall 8 <sup>th</sup> Floor
Albert Olvera	541-4033	City Hall 8 <sup>th</sup> Floor

## **+ A COMPLETE SET OF PLANS +**

### **A COMPLETE SET OF DRAWINGS MUST HAVE, BUT IS NOT LIMITED TO, THE FOLLOWING ITEMS**

**SITE PLAN** showing structures on site, utility locations, distances to all property lines and fire hydrant locations within 500 feet. Plan signed and sealed by licensed engineer or architect, State of Texas.

**GRADING & DRAINAGE PLAN** showing existing and proposed elevations, drainage calculations, proposed drainage structures and retaining wall calculations. Plan signed and sealed by licensed engineer, State of Texas.

**STORMWATER POLLUTION CONTROL PREVENTION PLAN** showing stabilized entrance, bermed area for ponding and a silt fence detail. Sites of five acres or more must have complete plan, signed letter of intent and signed letter of completion. Plan signed and sealed by licensed engineer, State of Texas.

**LANDSCAPING PLAN** showing proposed landscaping and irrigation plan. Plan signed and sealed by licensed irrigator or landscape architect, State of Texas.

**ARCHITECTURAL PLAN** showing floor plan, exits, wall ratings, corridor ratings, door ratings, windows, finishes and elevations. Plan signed and sealed by licensed architect, State of Texas.

**STRUCTURAL PLAN** showing roof framing and details, floor framing and details, foundation plan and details, wall sections and general notes. Plan signed and sealed by licensed engineer, State of Texas.

PLUMBING PLAN showing riser diagram, plumbing layout, pipe sizes, fixtures and equipment. Plan signed and sealed by licensed mechanical engineer, State of Texas.

MECHANICAL PLAN showing duct layout, fire damper locations, unit locations and sizes. Plan signed and sealed by licensed mechanical engineer, State of Texas.

ELECTRICAL PLAN showing electrical riser, reflected ceiling plan and load calculations. Plan signed and sealed by licensed electrical engineer, State of Texas

**ADDITIONALLY:**

- An asbestos survey must be submitted on all existing structures prior to obtaining a permit.
- All work in excess of \$50,000 valuation must be reviewed for Texas Accessibility Standards and a third set of drawings and specifications submitted for such review.
- Any work less than 5,000 square feet and not assembly, educational or institutional occupancy need not have architectural or engineering seals on drawings.

**+ INFORMATION NEEDED ON ARCHITECTURAL PLANS +  
FOR PROPER SUBMISSION**

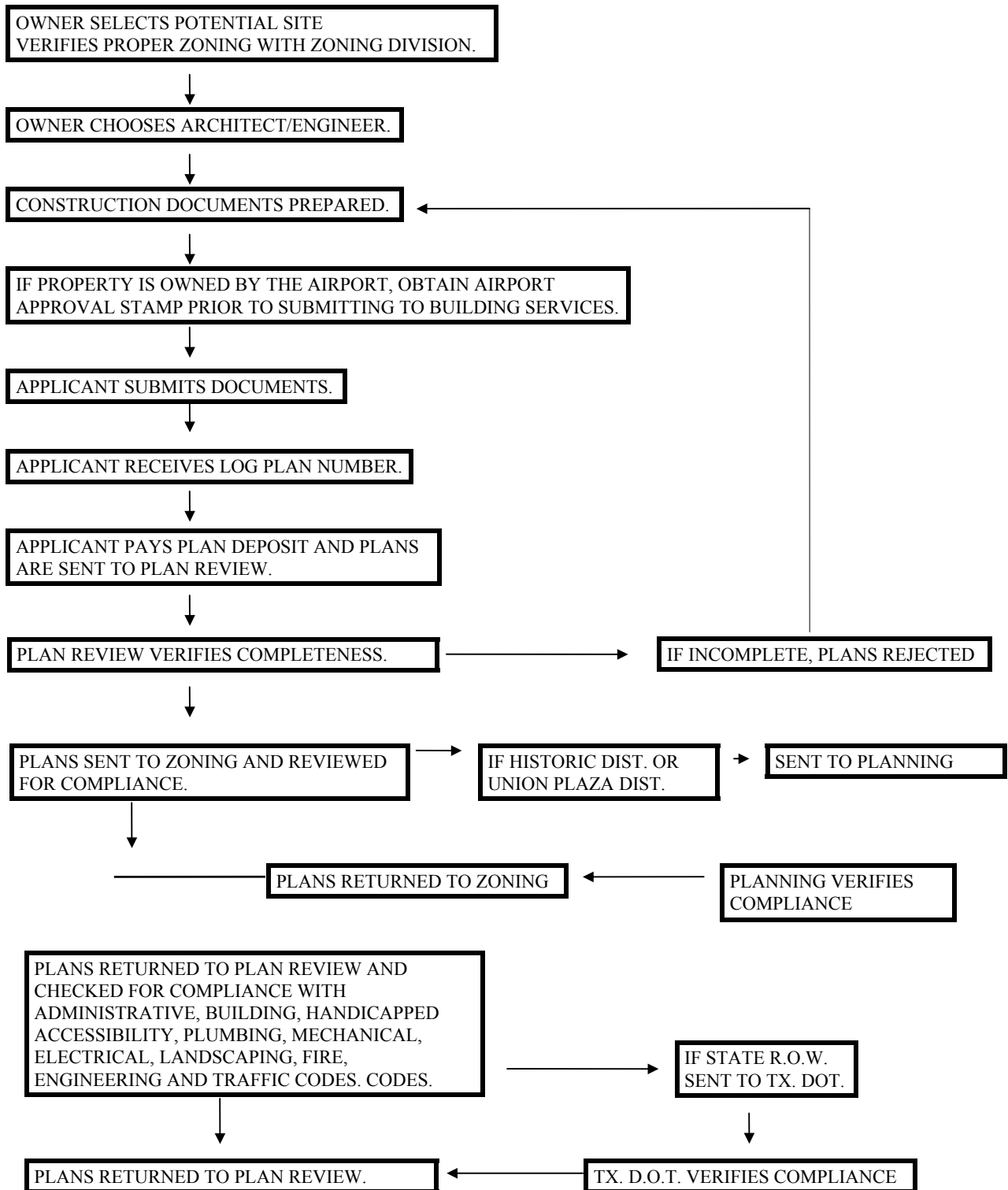
**CODE INFORMATION**

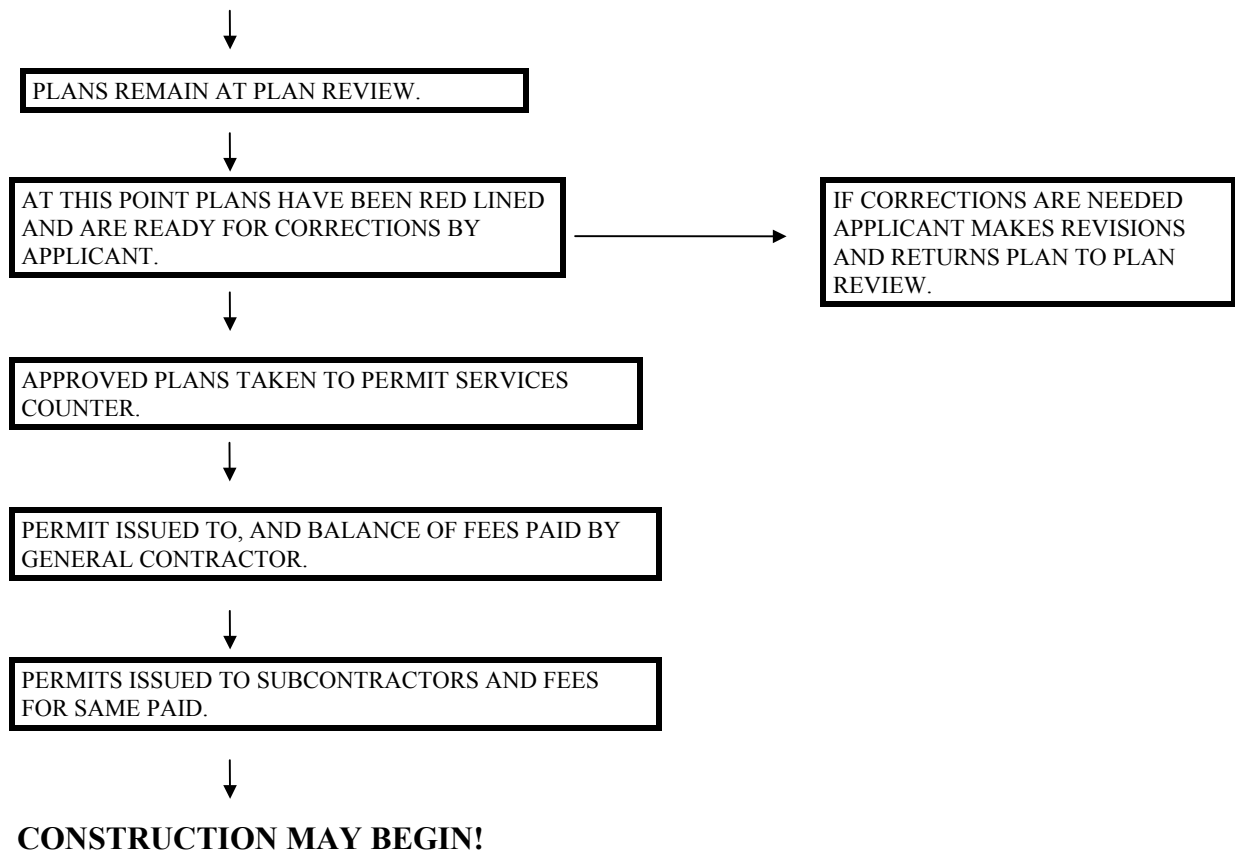
1. BUILDING CODE. REFERENCED BY YEAR AND CODE NAME
2. OCCUPANCY. A,B,E,F,H,I,M,R,S,U CHAPTER 3.
3. TYPE OF CONSTRUCTION. TYPE I, II, III, IV, V CHAPTER 6.
4. REQUIRED AUTOMATIC SPRINKLERS. SECTION 903.
5. GENERAL BUILDING HEIGHTS AND AREAS. TABLE 503 REQUIREMENTS.
6. SQUARE FOOTAGE OF STRUCTURE/S. CALCULATIONS ON STRUCTURE/S.
7. BREAKDOWN OF SQUARE FOOTAGES BY OCCUPANCY. SQUARE FOOTAGE OF SEPARATE AREAS BY OCCUPANCY
8. OCCUPANCY LOAD BASED ON USE AREAS WITHIN STRUCTURE. CALCULATIONS PER TABLE 1003.2.2.2
9. TOTAL EXIT WIDTH REQUIRED. CALCULATIONS PER TABLE 1003.2.3
10. TOTAL EXIT WIDTH PROVIDED. CALCULATIONS BASED ON NUMBER OF EXIT DOORS PROVIDED.
11. MINIMUM NUMBER OF EXITS REQUIRED. MINIMUM NUMBER BASED ON SECTION 1005.

12. MAXIMUM DISTANCE TO EXIT. MAXIMUM TRAVEL DISTANCE  
ALLOWED TABLE 1004.2.4.
13. PARKING CALCULATIONS AND LAYOUT. BASED ON CURRENT ZONING  
ORDINANCE FOR YOUR PARTICULAR USE.
14. ZONE OF PROPERTY AND SET BACK REQUIREMENTS. BASED ON  
CURRENT ZONING ORDINANCE.



## COMMERCIAL CONSTRUCTION PERMIT PROCESS

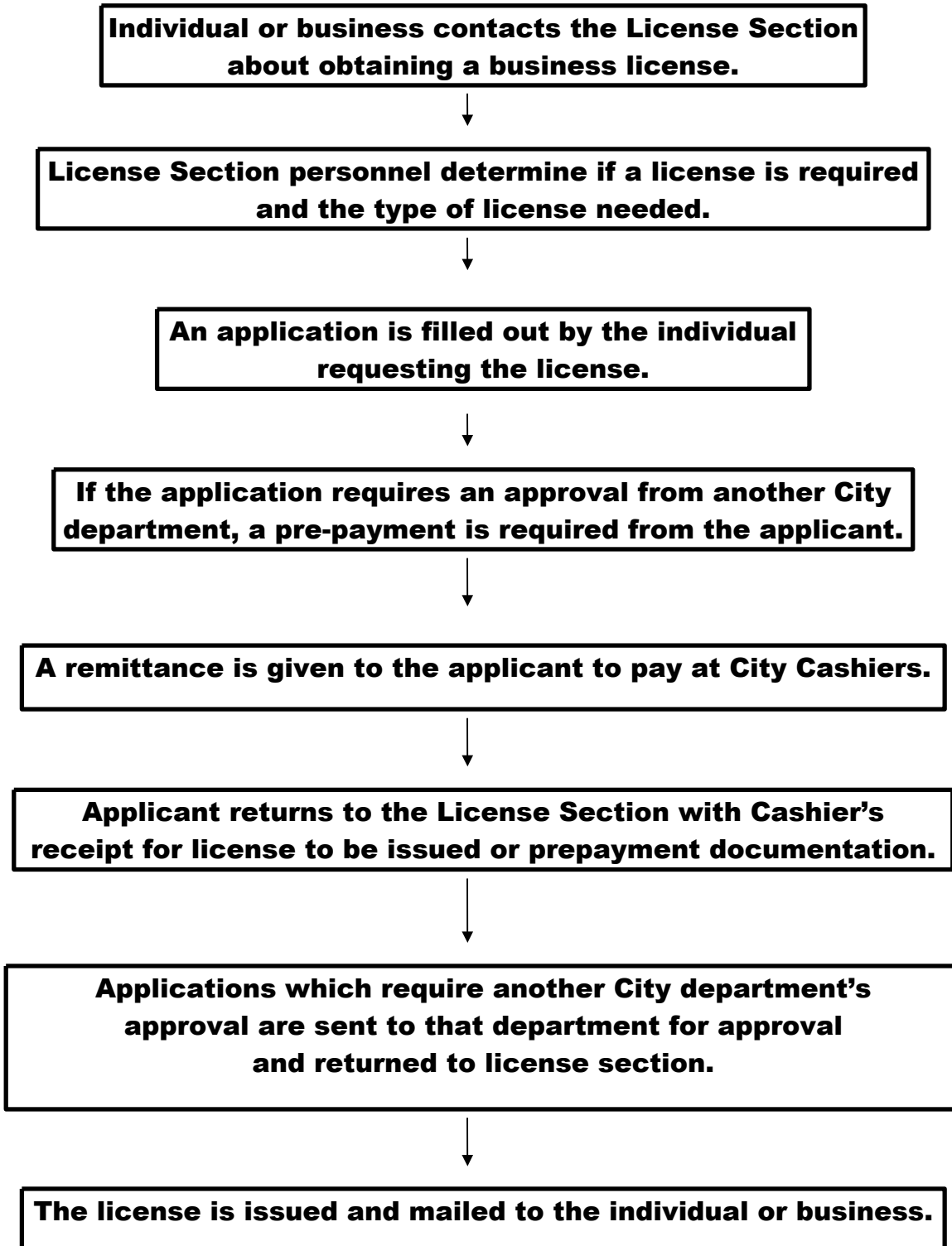




**NOTE:** IF PROJECT INCLUDES CAFETERIA OR SWIMMING POOL, APPLICANT MUST MAKE A SEPARATE SUBMISSION TO THE CITY-COUNTY HEALTH DEPARTMENT.

***APPROXIMATE PERMIT PROCESSING TIME IS FOUR WEEKS.***

## **CITY LICENSE PROCESS**



## **City of El Paso Licenses**

**Alcoholic Beverages**

**Assembly**

**Billiard Hall**

**Brew Pub**

**Dancing**

**Electricians**

**Food Service**

**Gas Heating**

**Hazardous Materials**

**Hotel**

**Incinerator**

**Late Hours**

**Laundry**

**Lay Midwife**

**Lodging House**

**Money Exchange Vend.**

**Motel**

**Motor Vehicle Dealer**

**Occupation Tax**

**Package Store**

**Public Swimming Pools**

**Residential Pkg. Permit**

**Secondhand Dealer**

**Security Alarm**

**Solid/Liquid Waste**

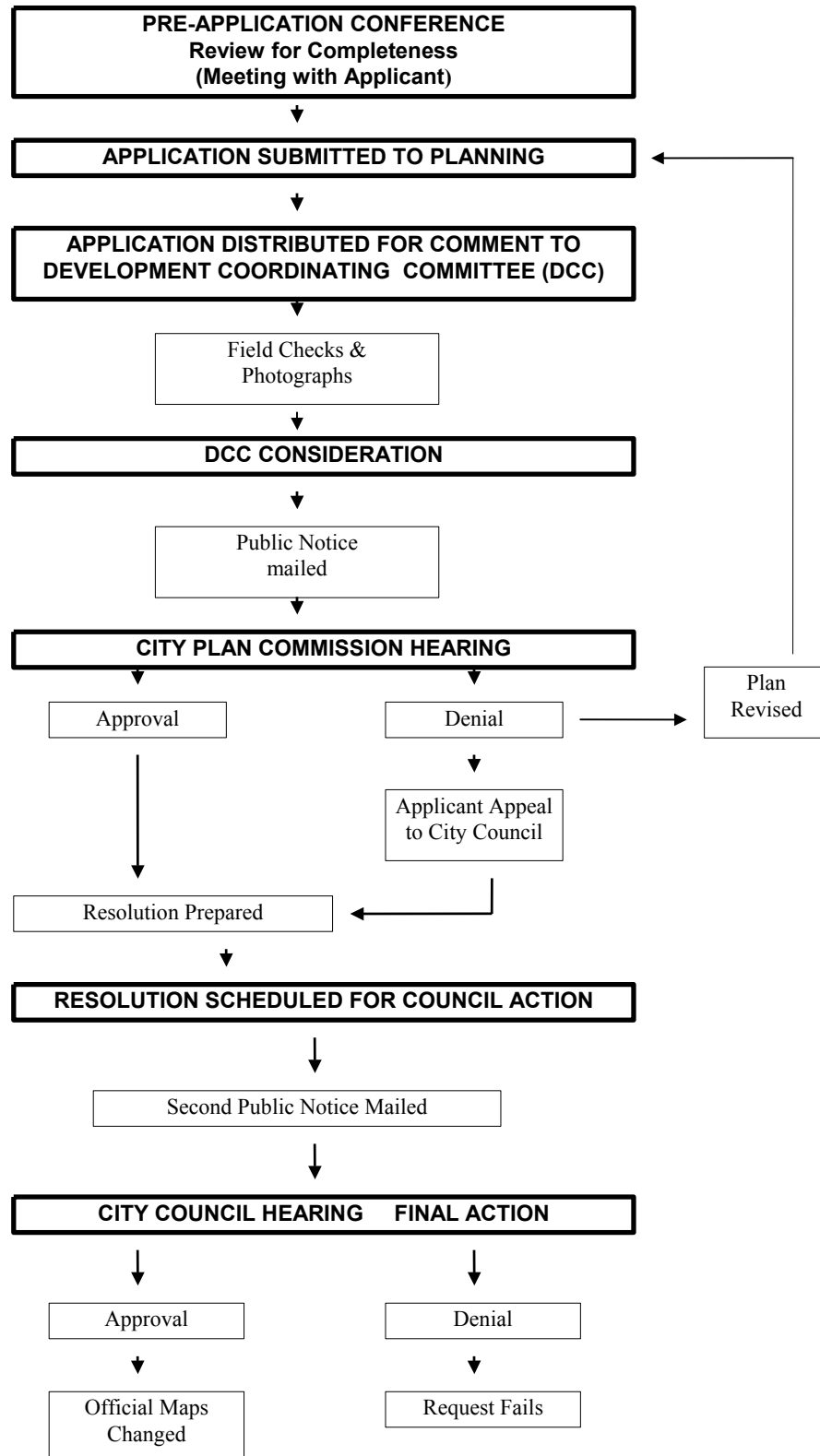
**Tattoos**

**Trailer Court**

**Vendor**

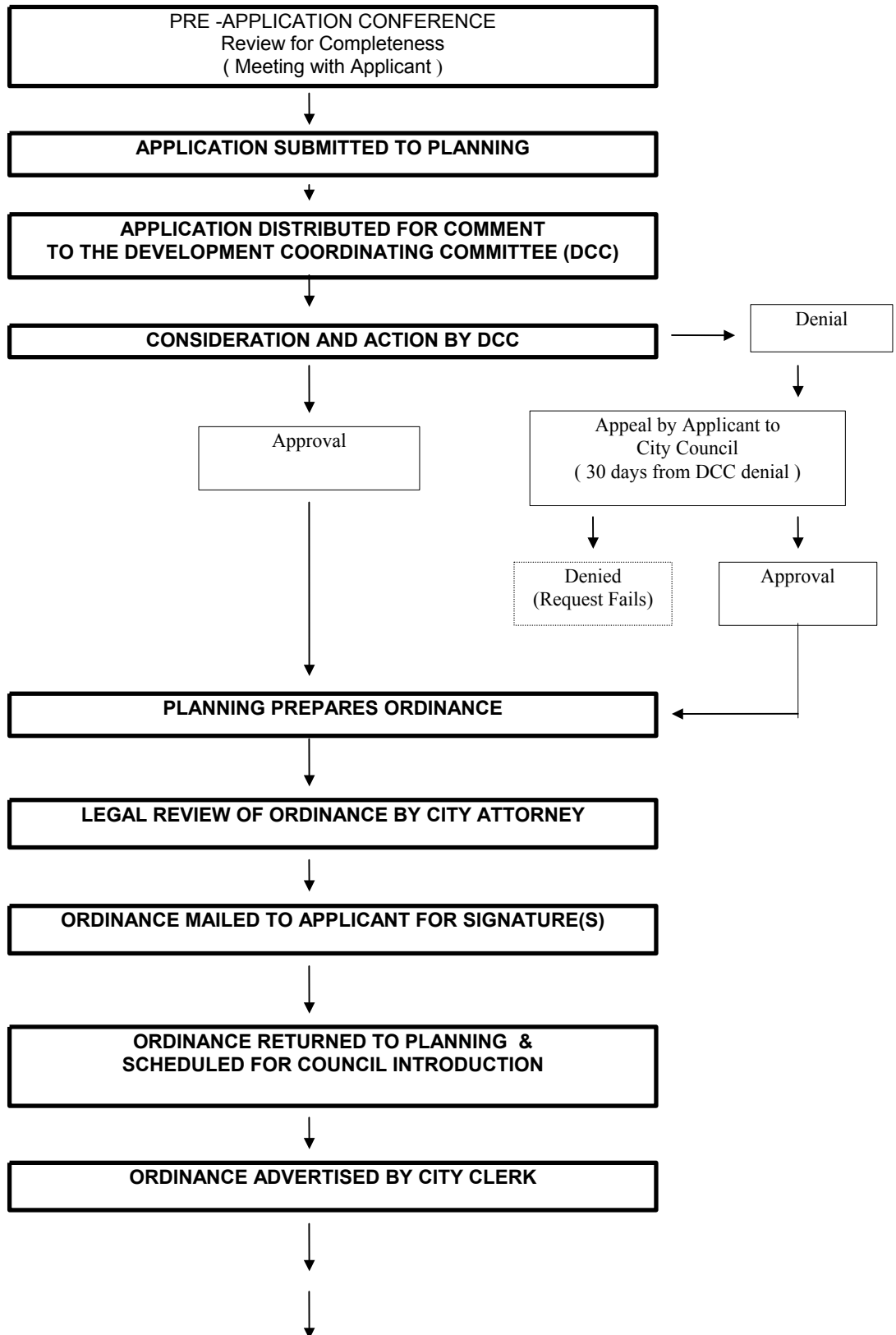
**DETAILED SITE DEVELOPMENT PLAN PROCESS  
(Including Special Condition Amendment/Release)**

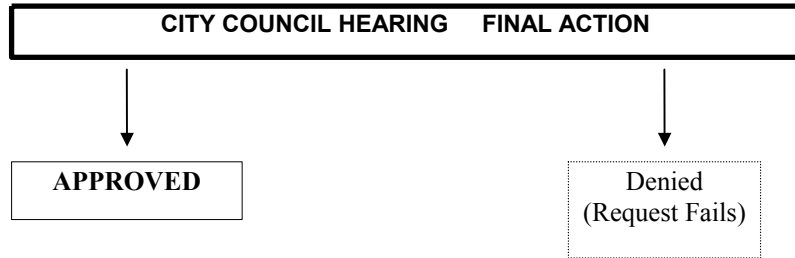
**Note:** Minimum time frame for this process is ten weeks.



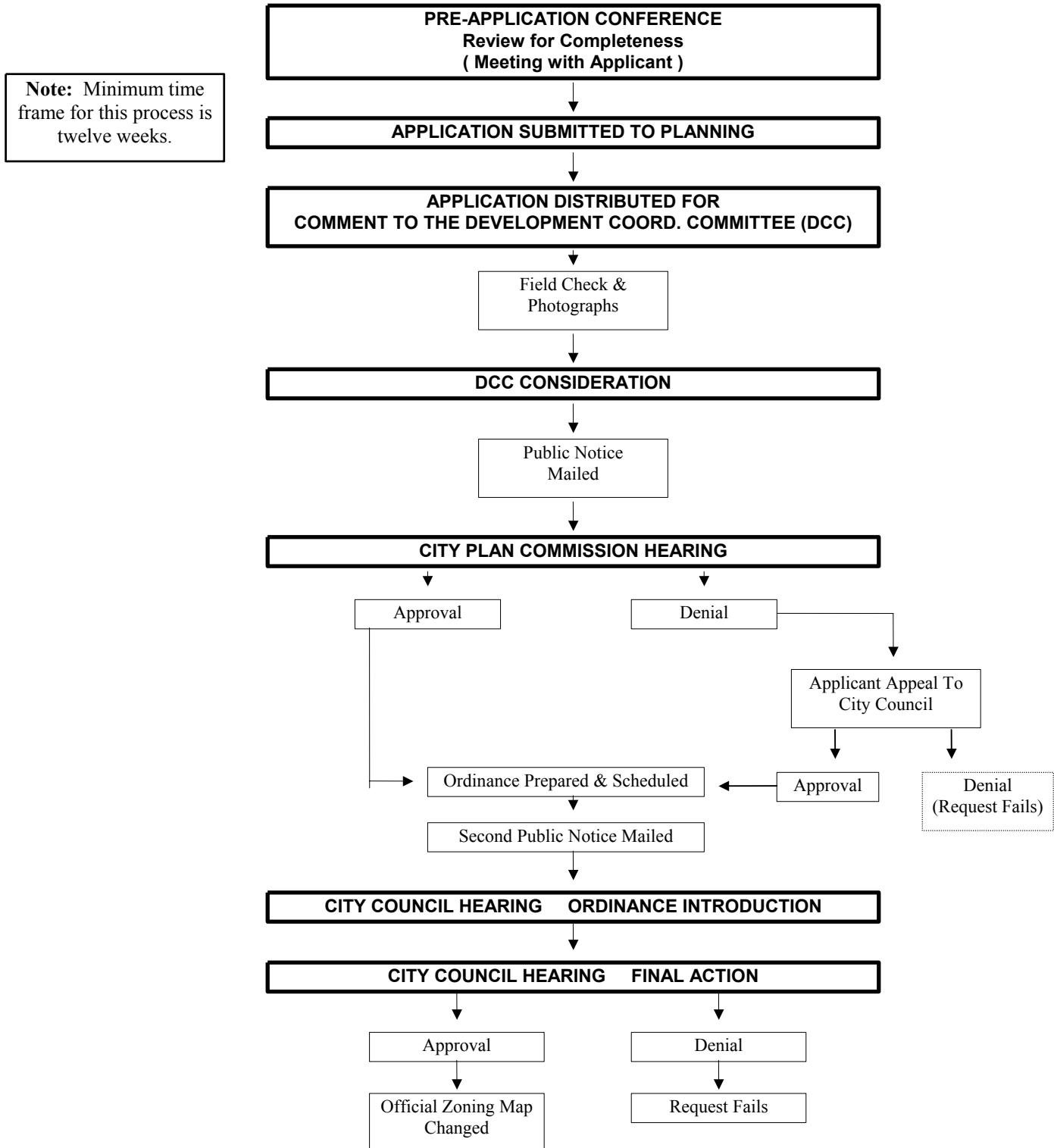
## **SPECIAL PRIVILEGE LICENSE PROCESS**

**Note:** Minimum time frame for this process is six weeks.



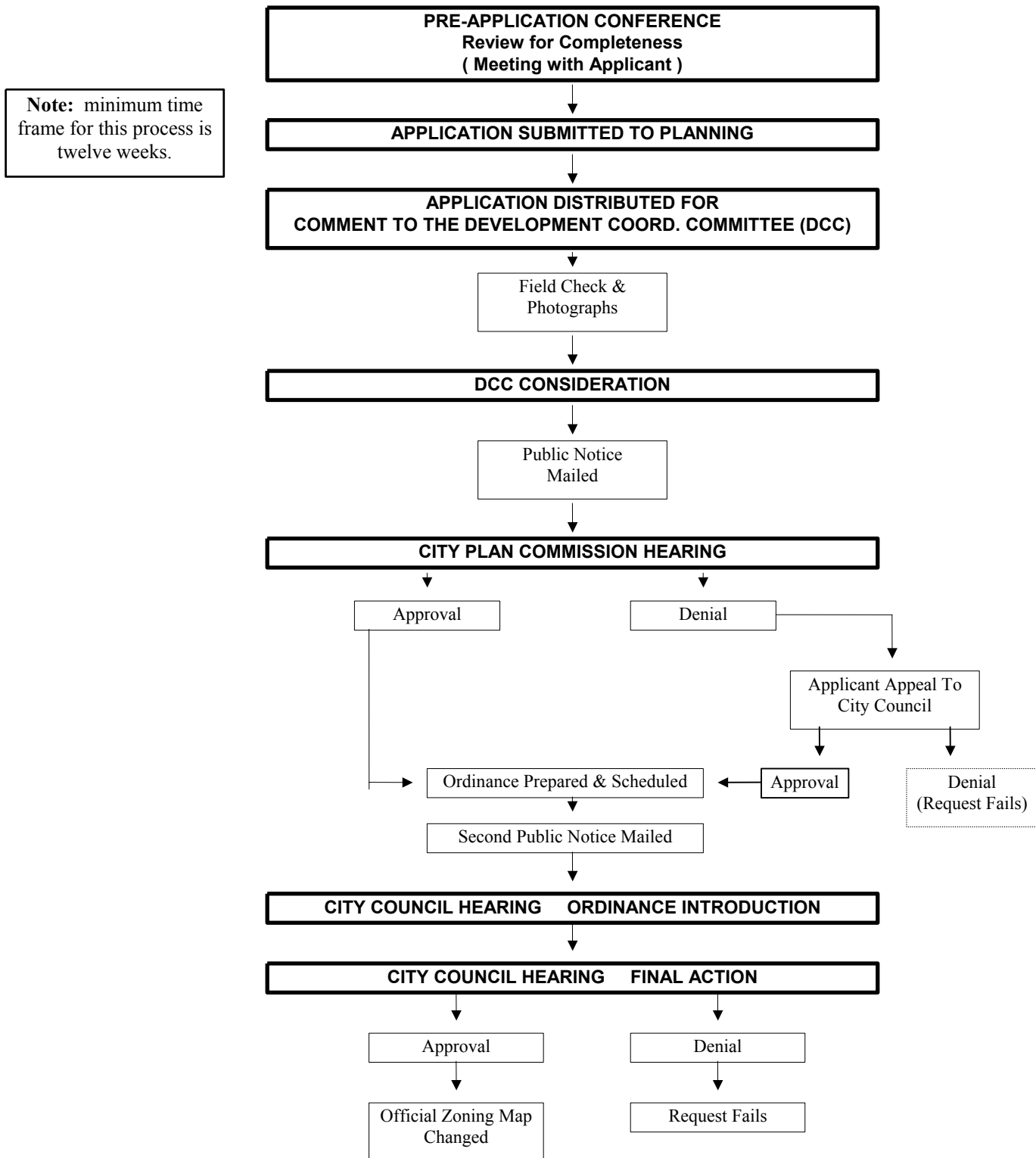


## REZONING PROCESS





## **SPECIAL PERMIT PROCESS**



**NOTES/COMMENTS**